

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, JANUARY 22, 2019
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
7. Public Comments

(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)

- Presentation by Rebecca Friedrich, KPM CPA's, of the City of Carthage, Missouri Basic Financial Statements

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)

1. **C.B. 18-30** – An Ordinance to amend Chapter 4, Articles I and II of the Code of Carthage regarding Animals, to repeal the language regarding the managed care of Feral Cats. (Public Safety)
2. **C.B. 19-01** – An Ordinance authorizing the Mayor to enter into a Service & License Agreement for deployment of a website for the City of Carthage, Missouri with GovOffice, LLC, 2112 Broadway Street NE, Suite 250, Minneapolis, Minnesota 55413. (Public Services)

3. **C.B. 19-02** – An Ordinance authorizing the Mayor to enter into a Lease Agreement with Pam Graff in the amount of \$3,600.00 for continued use of the pavilion in Municipal Park as a skating rink for a one year lease term. (Public Services)
4. **C.B. 19-03** – An Ordinance amending Section 21-144 of the Code of Carthage by adding a new sub-section (7). (Public Works)

16. New Business

1. **C.B. 19-04** – An Ordinance to amend Section 14-11 of the Carthage Code. (Public Safety)
2. **C.B. 19-05** – An Ordinance authorizing the Mayor to execute a Missouri Highway and Transportation Commission Cost Apportionment Program Supplemental Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets; Job No.: 7P3187I. (Public Works)

17. Mayor's Appointments

- Standing Committee Appointments

18. Resolutions

1. **Resolution 1860** – A Resolution providing authorization of appropriation of funds from the Annual Operating and Capital Budget of the City of Carthage, Missouri. (Budget Ways & Means)

19. Closing Comments

20. Executive Session

According to Section 610.021 (1) and (2) the Agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body and any conditional or privileged communications between a public governmental body or its representatives and its attorneys, and leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.

21. Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
January 8, 2019

The Carthage City Council met in regular session on the above date at 6:30 P.M. in the City Hall Council Chambers with Mayor Dan Rife presiding. Fire Chief Roger Williams gave the invocation and Police Chief Greg Dagnan led the flag salute.

The following Council Members answered roll call: Brady Beckham, Kirby Newport, James Harrison, Juan Topete, David Armstrong, Ceri Otero, Alan Snow and Darren Collier. Council Member Mike Daugherty was absent. City Administrator Tom Short and City Attorney Nate Dally were present.

The following Department Heads were present: Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks Director Alan Bull and City Clerk Traci Cox.

Mr. Collier made a motion, seconded by Mr. Armstrong, to approve the minutes of the December 11, 2018 Council Meeting. Motion carried unanimously.

Mr. Collier made a motion, seconded by Mr. Beckham, to amend the agenda and advance item number 17, Mayor's Appointments, before item number 6, Presentations/Proclamations. Motion carried.

Mr. Armstrong made a motion, seconded by Mr. Harrison, to approve the appointment of Raymond West as Council Member to Ward 2. Motion passed. The Oath of Office was administered to Mr. West by City Clerk Traci Cox.

Mr. Armstrong made a motion, seconded by Mr. Harris, to approve the Mayor's re-appointment of Jack Crusa to the Hospital Board until January 2023. Motion carried.

During Citizens Participation Period: Steve Willis, President of the Carthage Convention and Visitors Bureau, was present to give an update on the status of the Wayfinding Sign Project. Deborah Bell, Carthage Humane Society, informed the council of a new medical suite being constructed, the Finding Rover Project, and introduced two new TNR coordinators, Vanessa Hudson and Kelly Dodge.

Mr. Collier reported the Budget, Ways and Means Committee is between meetings with the next meeting scheduled for January 14.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Ms. Otero made a motion, seconded by Mr. Beckham to approve Mercy Health Screenings to provide the CBC, CMP and TSH package for the Employee Health Fair. Motion carried. The next meeting of the Committee on Insurance/Audit and Claims will be held on January 22 at 5:00 p.m. to allow ample time for the audit presentation.

Mr. Harrison reported the Public Safety Committee is between meetings with the next meeting scheduled for January 21.

Mr. Beckham reported the Public Services Committee met December 27. The committee approved utilizing the services of GovOffice to upgrade the city website with the Superforms and translation features. This is being presented in C.B. 19-01. The lease for the skating rink was approved and is being presented in C.B. 19-02. The next meeting of the Public Services Committee has been changed to January 17 at 6:00 p.m.

Ms. Otero reported the Public Works Committee meeting scheduled for January 3 was cancelled due to lack of quorum.

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and Carthage Tree Board, Mr. Collier for the Police & Fire Pension Committee and the Carthage Water & Electric Board, Mr. Snow for the Library Board and Ms. Otero for the Harry S Truman Coordinating Council and Carthage Humane Society.

During Council Member reports, Ms. Otero addressed the Parks Director position, Mr. Snow congratulated the Carthage Fire Department for receiving the Knock Your Socks Off award from the Chamber, and Mr. West thanked the Mayor and Council for his appointment and stated he was looking forward to working with everyone.

Police Chief Greg Dagnan thanked the community for their support of the annual Christmas party.

Fire Chief Roger Williams gave an update on construction of Fire Station #2.

City Administrator Tom Short reported on the following: CEDC meetings, an MML Webinar, a meeting with the Parks Director regarding Civic Enhancement projects, a Region M teleconference, a Vision Carthage meeting, attendance at the ribbon cutting for MLB Senior Living, the Peachtree CID termination process, a meeting with the City Clerk and City Attorney to discuss a possible clemency day for the court, meetings to discuss the webpage upgrade, a Public Policy meeting, a MoDOT meeting to discuss the TAP Grant, and gave an update on sales tax revenues.

The Committee on Claims filed a report in the amount of \$1,862,264.44 against the following funds: General Revenue \$106,479.59, Public Health \$126,102.63, Parks Stormwater \$52,697.68, Golf Course \$2,588.99, Lodging \$8,500.00, Parks & Recreation \$1,090.31, Judicial Education \$236.68, Library \$35,515.11, Fire Protection \$3,000.00, Capital Improvements \$2,869.13, and Payroll \$523,184.32. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 18-43 - an Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for fiscal years 2017-2018 and 2018-2019 was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Beckham, Collier, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 19-01.

C.B. 18-44 – an Ordinance authorizing imposing a Court Automation Fee on municipal cases in order to assist in payment therefore was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Beckham, Collier, Harrison, Newport, Otero, Snow, Topete and West. The council bill was approved and numbered Ordinance 19-02.

Under new business, C.B. 19-01 - an Ordinance authorizing the Mayor to enter into a Service & License Agreement for deployment of a website for the City of Carthage, Missouri with GovOffice, LLC, 2112 Broadway Street NE, Suite 250, Minneapolis, Minnesota 55413 was placed on first reading with no action taken.

C.B. 19-02 – An Ordinance authorizing the Mayor to enter into a Lease Agreement with Pam Graff in the amount of \$3,600.00 for continued use of the pavilion in Municipal Park as a skating rink for a one year lease term was placed on first reading with no action taken.

C.B. 19-03 – An Ordinance amending Section 21-144 of the Code of Carthage by adding a new sub-section (7) was placed on first reading with no action taken.

During closing remarks, Mr. Armstrong congratulated Cody Smith on this position as the Chair of the Budget Committee for the House and Ms. Otero welcomed Mr. West to the Council.

Mr. Collier made a motion, seconded by Mr. Harrison, to close the meeting according to Section 610.021 (2) the Agenda includes the possibility of a vote to close part of the meeting to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. Motion carried unanimously at 7:16 PM.

CLOSED SESSION

Mr. Newport made a motion, seconded by Mr. West, to return to the regular session of the Council Meeting at 7:52 PM followed by a roll call vote of 9 yeas and no nays. Motion carried.

Mr. Bekcham made a motion, seconded by Mr. Newport, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:53 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

An Ordinance to amend Chapter 4, Articles I and II of the Code of Carthage regarding Animals, to repeal the language regarding the managed care of Feral Cats.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: Article I, Section 4.1, (Definitions) of the Code of Carthage is hereby amended to remove the following:

Eartipping means straight-line cutting off the tip of the left ear of a feral cat while the cat is anesthetized.

Feral cat means a cat that exists in a wild or untamed state, either due to birth or reversion to a wild state from domestication. The usual and consistent temperament ranges from extreme fear to resistance to physical contact with humans.

Feral cat caretaker means any person who provides food, water or shelter to or otherwise cares for a colony of cats in a managed colony.

Feral cat colony means a group of cats that congregates, more or less, together as a unit. Although not every cat in a colony may be feral, any non-feral cats that congregate with a colony are considered part of it.

Feral cat colony Sponsor means any organization who assumes responsibility for administering the managed care of feral cats and who is approved by the Carthage Police Chief.

SECTION II: Article I, Section 4.2, (Impoundment) of the Code of Carthage is hereby amended to remove subsection (b) by striking the following:

(b) Any feral cat impounded by Animal Control that bears an appropriate ear-tipping indicating it belongs to a managed colony may be, at the discretion of the animal control officer, returned to the colony unless the animal is a known nuisance or shows visible signs of illness or injury and presents an imminent danger to public

health or safety.

SECTION III: Article I, Section 4.10, (Immunization of dogs and cats) of the Code of Carthage is hereby amended to remove subsection (b) by striking the following:

(b) Feral cat colony Caretakers shall make every reasonable effort to provide for booster rabies vaccines to be given to all applicable cats in the colony beginning one year after the initial vaccine has been administered.

SECTION IV: Article I, Section 4.22, (Limit on number of dogs and cats) of the Code of Carthage is hereby amended to remove subsections (b) (c) and (e) by striking the following:

(b) The limitation on the number of cats owned, kept, held, or harbored shall not apply to caretakers of feral cat colonies that have registered such colony with an appropriate Sponsor. Registration shall include name and address of the caretaker(s), and the location of the colony. A feral cat colony may be registered when the volunteer caretaker can assure that:

(1) Regular feeding of the colony will be maintained throughout the year.

(2) Adult cats and kittens that can be captured will be neutered or spayed and vaccinated against rabies.

(3) Every attempt will be made to remove kittens from the colony before they reach the age of 8 weeks for domestication and placement.

(4) Sick or injured cats will be removed from the colony for immediate veterinarian care or humane euthanasia.

(c) Feral Cat Colonies shall be permitted and Feral Cat Caretakers shall be allowed to maintain and care for Feral Cats by providing food, water, shelter, and other forms of sustenance provided that the Feral Colonies are registered with an appropriate Sponsor.

(e) *Feral Cat Caretaker Responsibilities:* In order to be approved and operate as a managed Feral Cat Caretaker, said Caretakers shall be responsible for the following:

(1) Registering the colony with an appropriate Sponsor.

(2) Taking all appropriate and available steps to vaccinate the colony population for rabies and making a reasonable effort to update the vaccinations on cats that can be recaptured.

(3) Taking all appropriate and available steps to have the colony population spayed or neutered by a licensed veterinarian with a goal of at least 80% of the colony population altered.

(4) Eartipping the left ear of a colony cat that has been vaccinated and spayed or neutered so that the colony cats can be readily identified from a distance.

(5) Keeping records of all cats in colony including, physical descriptions and providing the sponsor with evidence of that cats have been vaccinated and spayed/neutered. These records must be provided to an appropriate Sponsor at least quarterly.

(6) Providing on a consistent basis food, water and if feasible, sufficient shelter for the colony.

(7) Obtaining proper medical attention for any colony cat that appears to require it.

(8) Regularly monitoring the colony to identify new arrivals and record illnesses or behavior changes of any cat in the colony.

SECTION V: Article I, Section 4 of the Code of Carthage (is hereby amended to remove Section 4.25 (Feral cat colonies sponsorship) as follows:

Sponsorship of a feral cat colony is authorized by the Council of the City of Carthage. Sponsors may apply to the City to serve as feral cat colony sponsors so long as said person agree to perform the responsibilities stated in this Chapter.

- (a) It shall be the duty of the Sponsor to:
 - 1) Review and approve colony Caretakers;
 - 2) Properly train Caretakers in responsibilities for caring for a feral cat or colony;
 - 3) Help to resolve any complaints over the conduct of a colony Caretaker or of cats within a colony;
 - 4) Maintain records provided by colony Caretakers on the size and location of the colonies as well as the vaccination and spay/neuter records of cats in the Sponsor's colonies; and

Sponsored by: Public Safety Committee

5) Report annually to the City on the following:

- i. Number of colonies in the City;
- ii. Total number of cats in colonies;
- iii. Number of cats and kittens spayed and neutered pursuant to the program;
- iv. Overall effectiveness of the feral cat program;
- v. Number of cats and kittens placed in permanent homes.

SECTION VI: Article I, Section 4 of the Code of Carthage (is hereby amended to include a new Section 4.26 (Feral cat enforcement) as follows:

4.25 Feral cat enforcement. The City of Carthage shall have, in addition to any other rights currently available or that may exist in the future, the following specific rights.

- (a) The right to seize or remove cats from a colony that have not been vaccinated against rabies and which are demonstrating signs of the disease.
- (b) The right to seize/remove a cat from a colony that is creating a nuisance and the Caretaker and Sponsor have been given fifteen days to remove and relocate the cat and have failed to do so.
- (c) The right to seize/remove a colony of cats when the Caretaker regularly fails to comply with the requirements of this Chapter and the Sponsor has not been able to obtain a replacement or substitute Caretaker within 15 days of the City's notice to the Sponsor of the Caretaker's failure to comply with this Chapter.

SECTION VII: Article II, Section 4.44, (Animal Abuse) of the Code of Carthage is hereby amended to include a new subsection (c) as follows:

(c) The return of an altered feral cat to a managed colony where food, shelter, and monitoring are provided on a regular basis does not constitute abandonment within the meaning of this ordinance.

SECTION VII: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

Sponsored by: Public Safety Committee

ATTEST:

Dan Rife, MAYOR

Traci Cox, CITY CLERK

An Ordinance authorizing the Mayor to enter into a Service & License Agreement for deployment of a website for the City of Carthage, Missouri with GovOffice, LLC, 2112 Broadway Street NE, Suite 250, Minneapolis, Minnesota 55413.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI** as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a Service & License Agreement for deployment of a website for the City of Carthage, Missouri with GovOffice, LLC, 2112 Broadway Street NE, Suite 250, Minneapolis, Minnesota 55413, a copy of the agreement is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Staff

GOV OFFICE

Service & License Agreement for City of Carthage, Missouri

Client City of Carthage, Missouri
Address 326 Grant Street
City, State, Zip Carthage, MO 64836
Phone 417-237-7050
Fax 417-237-7005

Site Administrator Melanie Blizzard
Phone 417-237-7050
Email m.blizzard@carthagemo.gov

GovOffice LLC
 2112 Broadway Street NE, Suite 250
 Minneapolis, Minnesota 55413
 612-617-5700 phone
 612-617-5701 fax
 Federal Tax ID: 83-1147199

govoffice.com
 help.govoffice.com

Terms & Conditions

This Agreement, dated January 1, 2019 ("Effective Date"), is by and between GovOffice LLC, d/b/a GovOffice ("GovOffice") and the City of Carthage, Missouri ("Client"). The term of this Agreement begins on the Effective Date and may renew the Agreement per the Agreement Renewal terms below.

GovOffice Deliverables

1. GovOffice will deploy a website for Client that includes all functionality and services as defined in Exhibit A–GovOffice Project Deliverables, attached hereto.

Additional Services

2. Client may contract at any time with GovOffice for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. GovOffice will separately invoice Client for the additional services. Services or Modules that incur additional usage fees may be purchased and activated at any time.

Billing & Payment Terms

3. Upon execution of this agreement, GovOffice will provide an invoice for Year 1 fees of \$3765 (February 2019 – January 2020), which will be due within 30 days of receipt.
4. Year 2 fees of \$3765 (February 2020 – January 2021) and Year 3 fees of \$3765 (February 2021 – January 2022) for GovOffice services as described in Exhibit A are invoiced prior to the next year of service and are due within 30 days or upon the annual anniversary date, whichever is later.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

5. After site launch, if the Client's account exceeds 90 days past due, Support, Maintenance & Hosting may be discontinued until the Client's account is made current. Client will be given 30 day notice prior to discontinuation of services for non-payment.

Agreement Renewal

6. Client may renew this agreement for an additional 3 year period at an annual rate of **\$3765** and is eligible to receive again all deliverables (or other services with an equal value) as presented in Exhibit A with said renewal.
7. Either party may terminate the Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date.
8. In the event that neither party gives 60 day notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. GovOffice agrees to provide 1 renewal with the same level of services and the same contract term of 3 years at the same rate and payment schedule as this agreement, including a repeat of services at the same or comparable level of service as that described in Exhibit A.
9. Client may terminate this Agreement with or without cause prior to the completed three-year term by providing thirty days' written notice of termination to GovOffice. In the event of termination, Client shall pay GovOffice for all services rendered as of the date of termination.

Additional Terms & Conditions

10. Client is subscribing to and licensing the GovOffice Content Management System (CMS) to construct, manage and maintain its website and related online services and agrees to the further Terms & Conditions as published at www.govoffice.com/terms.
11. GovOffice strives to complete all activities surrounding a Client's implementation (online training, custom graphic Web design, etc.) as efficiently as possible, but we do not guarantee the deployment (go-live) of the website by or on any date.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

By Dan Rife Client (Printed) Title Mayor

By _____ Client (Signed) Date _____

By _____ GovOffice (Printed) Title _____

By _____ GovOffice (Signed) Date _____

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

Exhibit A: GovOffice Project Deliverables

Service & Maintenance

- Use of GovOffice Content Management System (CMS) software,
- Unlimited bandwidth & Website hosting up to 2 GB of file uploads,
- Unlimited toll-free technical support for staff,
- Online training/ re-training of GovOffice CMS software for staff,
- Access to Help.GovOffice.com website; includes CMS video tutorial library,
- Daily backups of stored website content and design files,
- Maintenance of Web servers and their installed security systems,
- 24/7/365 editing for unlimited regular administrative users and Superusers,
- Secure SSL (Secure Sockets Layer) administrative website,
- Secure TLS (Transport Layer Security) public website,
- DDoS (Distributed Denial of Service) protection,
- Upgrades of base GovOffice CMS (no downloads necessary)

GovOffice Content Management System (CMS)

- Ability to limit access and administrative permissions to each user on the system
- Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
- Live Site feature allows users to switch between the live and administrative websites within one browser window
- Data storage tracker to help manage your load of Web content
- Audit log that shows editing activity of all administrative users
- Flexibility to name and order all navigation menu buttons
- Import, type, and format text
- Create unlimited number of links to internal pages and external websites
- Upload, resize, position, and caption photos
- Online forms for questions, comments, and requests to be contacted by staff
- Post audio and video files
- Upload and name documents, such as Agendas & Minutes and newsletters
- Schedule of events, including recurring events, within a true calendar display
- Online opinion polls with controlled responses and option to display the results
- Image gallery to create a Community Photo Album; includes slideshow capability
- Ability to add, turn on & off, and remove sidebars from all pages
- Directory, including contact information and photos, of Elected Officials and staff
- Post news stories with a pre-set release date for automatic display on the live website
- Display job listings with post & deadline dates and post the employment application
- List Frequently Asked Questions by department or the entire organization
- Related links to associated websites without posting long URLs
- Directory of local attractions and links to an online map
- Site Map for added ease by site visitors in locating a desired section of the website
- Last Edit stamp that shows the date on which any Web page was last updated
- Search engine that also searches keywords within uploaded documents

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

- Option for advanced users to switch to HTML mode for editing
- Intranet capability for staff only areas of the website; accessed only by username and password
- Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office
- RSS feeds in from other news-related websites
- Friendly URLs for all sections and sub-sections site-wide

Progressive Level Responsive Website Design (RWD) Package

All creative and programming customizations for the Client will be based on the GovOffice Responsive framework and may include:

- Official logo and an advanced color scheme that matches the Client's branding
- Custom font treatment for title graphic and slogan field
- Custom font treatment (may be Google Fonts) for section titles, promotion titles, sidebar titles, item titles
- Basic styling of Content Boxes on homepage (optional to use)
- Social media icons include Facebook, Twitter, Pinterest, YouTube, Instagram, LinkedIn, and Nextdoor
- Favicon (favorites icon) and Mobile Touch Icon (linked icon for home screens of tablets and smartphones)
- Advanced Footer may include custom color and/ or an image such as official logo

Customizations will not be made to the following: function of the standard rollover/ drop down navigation menu system, the style or function of Search, or the style of the social media icons (optional to use).

Image Slider

The Image Slider will be programmed to appear on the homepage only. It will support up to 5 images uploaded by the Client on its administrative website. Images must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally within the Image Slider. Images within the Image Slider may be captioned.

Filmstrip + Icons

The Filmstrip feature will be styled and programmed to appear on the homepage only of the Responsive design and include development of up to 10 Icons for use within the Filmstrip.

Sizing and the number of Icons within the Filmstrip that will appear at one time (without arrowing backward or forward) will depend on the width capacity and the professional judgment of the graphic designer.

The Icons will be uploaded to the Filmstrip by GovOffice by way of the Homepage Setup. Each Icon may be linked to any interior page or to any external Web page and may be activated/ deactivated as the Client wishes.

-----Rest of page left blank intentionally-----

Notifications Banner

The Client's design will be programmed to include a Notifications Banner for the purpose of communicating reminders, announcements, etc. A Notifications Banner may be added to the homepage only and be activated only if a Notification has been created and turned on in the administrative website. Training is included at no added charge.

The banner itself will be a solid bar that sports one color and features a close out button. Notifications may be a line of text (either hyperlinked or not), and while there is no limit to the number of notifications posted at a time, it is suggested that the number of active notifications be kept to a minimum in the interest of usability by website visitors.

Local Weather Integration

The Local Weather Integration feature is a feed from the National Weather Service website at weather.gov. The linked display will show the current temperature and weather condition and be programmed to appear in the header of each page.

On tablets and smartphones the screen will be shrunk, and the desktop navigation menu will switch to a mobile menu (≡). At that point the weather feed will move from the header area of the website to the navigation menu.

Integration of Google Translate

Additional programming will be done to the Client's design so that Google Translate is incorporated. If the Client wishes for Google Translate to appear on every page of the website in all viewports (desktop, tablet, and smartphone), location of Google Translate must be the footer. If the navigation bar/ header of the design is the Client's desired location for Google Translate, it will appear on every page of the website but only at the desktop viewport.

Process of Progressive Level Responsive Website Design Package

This project will be a 2 draft, 2 revision process whereby the GovOffice Design Team will create up to two drafts that reflect the goals and objectives shared by the Client during the initial interview. When ready, the drafts will be submitted to the Client for evaluation. Upon selection of the preferred draft (1 out of the 2) by the Client, GovOffice will further develop it with up to two rounds of revision before asking for final approval.

Complete Navigation Analysis & Restructure

Content professionals will analyze the entire site navigation menu and then organize and label up to 300 pages according to best practices of usability and information architecture for professional, Responsive website designs.

First the Client will be asked to purge any dated section, sub-section, and content such as text, uploaded images, items, sidebars, and related links from the website in order to streamline the project. Then the entire navigation menu of the Client's current, live website will be analyzed.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

Next a test site with a proposed navigation restructure mock-up will be created and shared with the Client. The Client will be encouraged to submit feedback after the initial mockup, and GovOffice will subsequently make revisions. These exchanges will continue until the navigation menu on the test site meets the Client's approval. Upon approval, the navigation menu restructure as shown on the test site will be built on the live website.

Homepage Setup

Content professionals will assemble and organize the Client's current homepage content to conform to its Responsive design. The Homepage Setup includes:

- Formatting welcome text, if necessary
- Displaying news, events, calendars, etc. in a visually appealing way
- Using Sidebars, Promotions, and Content Boxes, if applicable, to display related links, text, and images
- Uploading and arranging up to 5 images within the homepage Image Slider
- Uploading and arranging the Icons (up to 10) within the homepage Filmstrip

SSL Citizen Action SuperForms Module

SuperForms dramatically extends the power of the standard Quick Forms tool with any combination of entry fields, pull-down menus, radio buttons, checkboxes, images or formatted text configured within a form, allowing the website to gather more focused responses from citizens.

SSL SuperForms subscription includes:

- Online training of the SSL SuperForms module by the Training & Technical Support Team
- Unlimited toll-free technical support of the SSL SuperForms module
- No limit, organization-wide, on the number of SSL SuperForms the Client may incorporate to its website
- No limit to the number of forms the Client's website visitors may complete via the SSL SuperForms system
- Future technology upgrades to the module at no additional charge
- Access to Citizen Action SuperForms template library (pre-built forms ready for customization)

By initialing you acknowledge that you have read, understand, and agree to the contents of this page. _____

Website Proposal Analysis – December 27, 2018

Cost Analysis

	GovOffice	WebLinx	EVOGov	TownWeb	CivicPlus	CivicLive
Total 3Y Cost	9880*	19460	20000	13535**	No Quote Received	No Quote Received
Project Cost	6030	14000	12800	6371		
Annual Recurring Cost	1450	1820	2400	2388		
TimeLine	3-3.5 M	6-7 M	4 M	1-3 M		

*Progressive Package with Super Forms won't pay current year hosting

**Platinum Package

Major Features

	GovOffice	WebLinx	EVOGov	TownWeb
RWD***	✓	✓	✓	✓
Tech Support	0800-1700CST	0800-1700	0830-1900EST	24/7
Webmaster	Additional Cost	Additional Cost	NA	Will add content
Redesign	With 3Y renewal		After 2Y	Every 3 years
Daily Backups	✓	✓	✓	✓
Upgradeability	✓ Can add features		X All inclusive	Not really
Storage	2 GB		Unlimited	
Cost	Adjusts		Fixed, for now	Fixed

***Responsive Web Design

Forms

Job Application: Done with Upgrade (Can only be done with Super Forms)

Contact Departments: Done with Upgrade

Report a Problem Form: Done with Upgrade

Bid/RFP: Done with Upgrade

'Super Forms' List

Type/Form Name

Implementation Date

CITY-WIDE

City - Job Application	By May 17, 2019
City - Department Contact	By May 17, 2019
City - Report a Problem	By May 17, 2019

CITY HALL

Business Licenses

Gross Sales/Merchant License	By May 17, 2019
Liquor Sales/Monday-Saturday License	By May 17, 2019
Liquor Sales Sunday License	By May 17, 2019
Automobile Dealer's License	By May 17, 2019

Manufacturing License	By May 17, 2019
Mobile Food Truck Vendor License	By May 17, 2019
Backyard Chicken Permit	By May 17, 2019
Rummage Sales Permit	By Nov 20, 2020
Dog/Cat License	By Nov 20, 2020
Open Records Request	By May 17, 2019

PUBLIC WORKS

Contractor License	By May 17, 2019
Plumbing Trades License	By May 17, 2019
Electrical Trades License	By May 17, 2019
Building Permit	By May 15, 2020*
Trash/Waste Collection Calendar	By May 15, 2020
Rezoning Permit	By Nov 20, 2020*
Sewer Permit	By May 15, 2020*
Sidewalk Construction Reimbursement	By Nov 20, 2020**
Blasting Permit	By Nov 20, 2020*
Building Moving Permit	By Nov 20, 2020*
Floodplain Development	By Nov 20, 2020**

POLICE DEPARTMENT

Bicycle Registration	By May 17, 2019
Vacation/House Check	By May 17, 2019
Taxi Cab Permit	By May 15, 2020
All-Terrain Vehicles Permit	By May 15, 2020

FIRE DEPARTMENT

Burn Permit Application

By May 17, 2019

PARKS & RECREATION

Park Reservation Permit

By May 15, 2020

Adopt-A-Park Request

By May 15, 2020

Pavilion Reservation

By May 15, 2020

GOLF COURSE

Tee Times

Existing

MEMORIAL HALL

Rental Contract

By May 17, 2019

* Will require additional personal meeting with Public Works Department

** Informational content; and personal meeting with Public Works Department

GOV OFFICE



City of Carthage
MISSOURI

Proposal for Fully Mobile-Friendly Website Design, Service, and Support—Starting 1/1/19

Today's Date: 11/7/18

Expiration Date: 1/31/19

Mike Chaloupka
GovOffice Web Solutions
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
612-617-5709 direct
Mike@GovOffice.com
www.GovOffice.com

Contents

GovOffice Introduction	3
Responsive Website Design (RWD) Framework	4
Popular RWD Features	5
Content Management Highlights	6
GovOffice CMS Version 4.0 Announcement	7
Delivery of GovOffice Technology, Hosting, and Security	8
CMS Product & Service Features	10
Navigation and Content Services.....	13
3-Year Budget Payment Plan Pricing	14
Payment Options and General Project Timeline	15
Testimonial of a Major Upgrade Client	16

Web Solutions for Local Government

Background

GovOffice is a leading provider of cost-effective, state-of-the-art websites for local governments. With its cloud-based, mobile-friendly platform, GovOffice offers proven, easy-to-use web technology tools to enable a more efficient and responsive government.

Launched in 2001, GovOffice was the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association and the League of Minnesota Cities, with an additional 15 state municipal leagues eventually joining our partnership.

In those 17 years, we've seen local government websites evolve from being a novelty to a necessity. We have served over 1400 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government at an affordable cost.

GovOffice LLC is headquartered in Minneapolis, Minnesota.

Our Value Proposition

Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricey features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we are easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents.

GovOffice is Powerful and Affordable

GovOffice delivers the solution you need with a whole lot less hassle and expense, including:

- Professional Responsive Website Design (RWD) website
- Powerful, flexible Content Management, with unlimited sections and subsections
- Online forms system for sign-ups, comment forms, polls, and more
- Audio and video files integration
- Calendars, News, Image galleries
- Security system enabling multiple users with varying levels of editing permissions to update the website

Responsive Website Design (RWD) Framework



Shown here is a Budget level customized design. Higher level packages include higher end features.

Why RWD?

The number of U.S. residents using smartphones increases each year, and the number of visits to government websites increases annually, too. To extend service to the public whose choice of device is a smartphone—tablets as well—a fully mobile-friendly RWD website is the answer, as it conforms to any device from large desktop monitors to small smartphone screens in either portrait/vertical or landscape/horizontal view.

Why Now?

Simply put, RWD is not only the future, it is the present. Today your website receives twice as many visits from someone using his/her smartphone than from any other type of device. So, local governments should be looking at RWD for its next website design, and many already have made the switch.

While RWD itself is not new, it is a new concept to local governments that are slow to adopt new Internet technologies; far too few of them have a Responsive Website Design in 2018. Making the switch to RWD now will not only serve your citizens better right away, your website may be promoted as a model of excellence to communities across the region that are not yet Responsive.

Creative Process

1) Personal consultation with our graphic designer, 2) Development of draft(s), 3) Presentation of design draft(s) to the Client via Preview Mode, 4) Round(s) of revision to the Client's chosen draft, 5) After completion of revision(s), presentation of final draft to the client via Preview Mode; Client's approval is then requested

Programming Process

6) Constructing the final design draft approved by the Client onto a working test site (Test Mode), 7) Adjustment as necessary to the display or behavior of the design on the test site, 8) Testing of the design across the latest versions of all major Web browsers; further adjustment made, if necessary; *Complete Navigation Analysis & Restructure and Homepage Setup take place starting at this point*, 9) Schedule a date for upload of the finished, browser-tested design with the Client, 10) Upload of the design to replace the Client's existing design on its live, public website; the project is then declared completed

Popular RWD Features

1. Development of new **title graphic** including official logo, slogan, and stylish font type. It appears atop or overlapping the large homepage image and moves to the navigation menu and Search bar automatically on smaller devices. **Favicon and Mobile Touch Icon** development both take place at this time and also are included. **Budget, Value, Progressive, Premium**
2. **Advanced Image Slider** allows staff to put up and take down community photos at any time, on any section of the website (5 images at a time). Each image may be captioned and linked to any page, internal or external. Further, website visitors may swipe forward or back with their cursor or finger to see more photos. **Premium**
3. The **Filmstrip** contains **Icons** that allow one click access to the most highly trafficked pages of the website. Ten icons will be uploaded, arranged, and linked for the Client per the Homepage Setup process and will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more Icons. **Progressive, Premium**
4. **Carousel** allows even more self-admin control (images, titles, links) in directing visitors to specific areas of interest on the website. Up to 10 items at a time may be added to the color-styled Carousel and, like the Filmstrip feature, will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more items. **Premium**
5. **Local Weather Integration** is a dynamic, linked reading of the community's current temperature and weather condition, delivered by a feed from the National Weather Service (weather.gov). It is easily accessible but not obtrusive like commercial weather widgets available online. In this example the weather feed is seen to the far right side of the design, just to the left of Search and social media icons. **Progressive, Premium**
6. Like Advanced Image Slider, Filmstrip, and Carousel, the **Advanced Notifications Banner** is another self-administered, self-activated feature to Responsive designs. It allows Clients to draw citizens' attention to urgent notices, alerts, reminders, etc. on any section of the website with an eye-catching, colored, roll down banner that also has a close out button. **Premium**
7. An **Advanced Footer** is personalized to the Client's branding with a custom color, font, image, and left and right blocks of text. Shown here is a standard footer (Budget and Value packages). **Progressive, Premium**
8. This entire area of the homepage (and all interior pages), left to right, is where **self-administered website content** displays. If a Section Introduction is added, it will be located in the center. Regular Promotions, such as a calendar, and Sidebars may be added to the left, center, or right, and all are totally Responsive. If **Content Boxes**, another standard, self-admin feature of Responsive designs, is utilized, they will appear in the main column. **Budget, Value, Progressive, Premium**

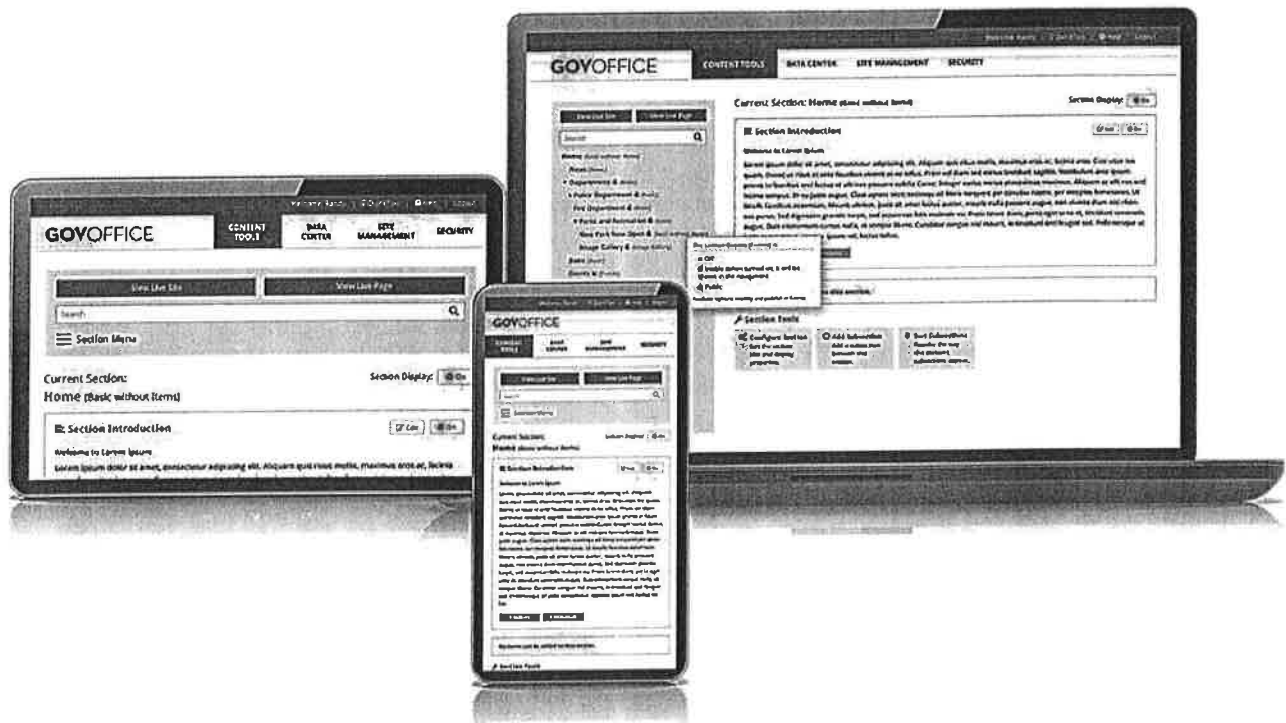


Content Management Highlights

Every day GovOffice users efficiently manage their websites from their office and at home—on any computer that is connected to the Internet through the latest versions of modern Web browsers—and they enjoy the many features that GovOffice offers:

- Unlimited number of sections and subsections are allowed to expand your site
- Unlimited number of links throughout your site
- Build a home page that includes a greeting, breaking news, upcoming events
- Online sign-up for newsletters, comment forms, polls, and surveys
- Audio and video files posted throughout the site
- Image gallery that serves as an online photo album
- News articles that can be featured and archived
- Post meetings agendas and minutes as documents
- Calendar of all community events and meetings
- Contact information of staff and elected officials
- Advanced users may switch to HTML mode for added flexibility
- Social media integration
- Security system allows multiple users with varying levels of permissions to update the website simultaneously
- And much more!

This is how your GovOffice Site Administration now appears on desktop, tablet, and smartphone devices...



GOVOFFICE

GovOffice CMS Version 4.0: A Message from Our CEO

GovOffice was launched in 2001 as the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association, League of Minnesota Cities, and Avenet Web Solutions which developed the GovOffice technology. Over time an additional 15 state municipal leagues joined our partnership.

In those 17 years local government websites have evolved from being a novelty to a necessity. We have served over 1500 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government, at an affordable cost. Now we are excited to announce that we have initiated a major development initiative to create the next generation of our technology:

GOVOFFICE4.0

GovOffice CMS 4.0 will meet the needs of our local government clients and your constituents well into the future.

This major upgrade will be implemented in multiple phases which will help users absorb and adopt to changes over time. User interface upgrades will maintain a priority on ease of use. Current sites will be seamlessly upgraded to the new system with no or minimal disruption.

Phase 1 will result in:

- A faster, more intuitive Admin system
- Even faster public websites
- A new site-wide Search system
- Refresh of the Admin look & feel aimed at enhancing ease of use; also, it will be fully Responsive (mobile-friendly)
- A state-of-the-art code which can be extended rapidly to add new features in subsequent phases

Additional, incremental upgrades will feature new content types to meet the growing needs of our clients.

Subsequent phases may include:

- New file upload software
- eNotification/ eAlert system
- New, more robust bulk-mail/messaging system
- Upgraded SuperForms & ePayment
- Document management repository
- Customized content types, such as Council Packets/ Agendas

Thank you for being a client and partner in preparing for the next generation of GovOffice!

Eric Johnson, CEO
GovOffice Web Solutions

Delivery of GovOffice Technology, Hosting, and Security

GovOffice has provided the website technology to over 1500 local governments for over 15 years. We have developed unique expertise in protecting local government websites from security concerns and delivering a proven record of reliability, performance and data protection for our clients.

Delivery of GovOffice CMS Technology

The GovOffice technology stack is architected for redundancy and scalability. We use blade servers with Intel Xeon processors with SSD storage. The GovOffice CMS is hosted on a load-balanced Web farm that can easily be expended as resources require. Our application servers run Windows Server 2016 with IIS 10.0 and SQL Server 2016, which allows SSL communication to be done over TLS 1.2. The GovOffice design framework utilizes jQuery and HTML 5 to provide Responsive designs that look great and are optimized on both desktop and mobile browsers.

In contrast to some widely used software systems, GovOffice CMS is a proprietary system that does not have known exploits published on public websites for hackers to exploit. The GovOffice team installs patches on a regular basis, adheres to the highest standard of web server administration and access and logs access to all of our infrastructure.

Worry-Free Hosting & Security

All GovOffice websites include our worry-free hosting and support which includes the following services:

Web Monitoring

- Data center engineers monitor all of our servers and infrastructure, 24/7/365

Up-time and Disaster Recovery

- 99.99% up-time
- Daily backups of all website data and are kept for 90 days
- Website data can be restore as needed from backups, typically within hours

Enterprise Class Data Center

GovOffice websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, and business continuity.

Located only 15 minutes from GovOffice's corporate office, the data center is monitored by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice websites are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods.

Security

The safety and security of your data is our highest priority. Our data center is SAS 70 audited, SOC 2® attested, and SOC 3® certified

We observe industry best-practice standards including, but not limited to:

- Hand biometric and RFID card controlled access to data center
- Cage door sensors
- Motion activated surveillance cameras
- 24 x 7 Monitoring
- 24 x 7, on-premise security guards

DDoS protection

Federal, state and local government websites have become prominent targets for both domestic and foreign originated Distributed Denial of Service (DDoS) attacks designed to impair or shut down websites. All GovOffice clients' websites are protected through a system-wide DDoS solution designed to combat this growing threat.

The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.

Training & Technical Support

Our Training & Technical Support Team is available Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM Central Standard Time. It provides assistance to clients via toll-free phone and e-mail in the areas of initial online training of the GovOffice toolset, additional training, technical support of websites, and more.

Online training sessions typically take 90 minutes to complete. If your staff has a basic understanding of Microsoft Word, everyone will easily pick up our Content Management System. Support will schedule a training session that fits your group's schedule, and sessions are conducted via Webinar. No expensive on-site meetings is necessary, and there is no charge for future training sessions with new or existing staff.

GovOffice Support Delivers:

- Online Training Sessions
- Toll-Free Phone Support
- Video tutorials
- Support documents
- Online Help Chat

Chat with us



CMS Product & Service Features

GovOffice requires no specialized software skills, and it allows staff to administer the site anytime, from any Internet connection. GovOffice CMS is a database driven web application based upon underlying Microsoft technologies, including SQL Server.

Our Software as a Service (SaaS) hosting model means your website will be worry-free. GovOffice provides the hosting, technical infrastructure, upgrades and maintenance, saving you time and money. No additional software is required.

Professional Design	Standard	Optional
Access to stock design template styles; customization of the design by the end user is limited to adding your organization's name, slogan, and a footer	✓	
Customized graphic design to incorporate a community theme into a Responsive Website Design (RWD) format (available in Budget, Value, Progressive, & Premium levels)		Proposed; see page 14
Self-admin linking of Facebook and Twitter icons; in addition, YouTube, Pinterest, and Instagram icons are available on all customized designs	✓	
Web Hosting, Performance, and Support	Standard	Optional
Up to 2 GB of stored uploads; nightly data backups at a cloud based Web hosting facility	✓	
Extended Storage Plan for an additional 2 GB of stored uploads on your website		Not applicable
DDoS (Distributed Denial of Service) protection	✓	
SSL encrypted administrative website	✓	
TLS encrypted public website	✓	
Unlimited online Webinar training of the GovOffice CMS and selected modules	✓	
Unlimited access to toll-free Technical Support for all staff	✓	
Video tutorials and unlimited, live Help Chat at help.govoffice.com	✓	
GovOffice Mobile delivers mobile version of website (smartphones)	✓	
Page-relevant Quick Tips within the administrative website	✓	

Website Access, Editing, and Management	Standard	Optional
Homepage Setup by a GovOffice Content Specialist	✓	
Unlimited number of administrative users on the GovOffice system	✓	
Limit access and administrative permissions to each user and group(s) on the system	✓	
Preview feature that shows how an unsaved edit would appear if it was saved and activated on the live website	✓	
Live Site feature that allows users to switch between the live and administrative websites within one browser window	✓	
Data storage tracker to help manage your load of Web content	✓	
Audit log that shows editing activity of all administrative users	✓	
Google Analytics integration	✓	
CMS Features	Standard	Optional
Flexibility to name and order all navigation menu buttons	✓	
Import, type, and edit text with formatting controls essential for a Web page	✓	
Create unlimited number of links to internal pages and external websites	✓	
Upload, resize, position, and caption photos	✓	
Online forms for questions, comments, and requests to be contacted by staff	✓	
Upload and post audio and video files	✓	
Upload and name documents, such as Agendas & Minutes and newsletters	✓	
Schedule of events, including recurring events, within a true calendar display	✓	
Online opinion polls with controlled responses and option to display the results	✓	
Image gallery to create a Community Photo Album; includes slideshow capability	✓	

- Ability to add, turn on & off, and easily remove sidebars from all pages
- Directory, including contact information and photos, of Elected Officials and staff
- Post news stories with a pre-set release date for automatic display on live website
- Display job listings with post & deadline dates and post the employment application
- List Frequently Asked Questions by department or the entire organization
- Highlight *related links* to associated websites without posting long URLs
- Directory of local attractions and automatically created links to a Google Map
- Site Map for added ease by site visitors in locating a desired section of the website
- Last Edit* stamp that shows the date on which any Web page was last updated
- Printer-Friendly* option and some flexibility in the placement of the link
- Site-wide search engine that also searches keywords within uploaded documents



Advanced Features

Standard

Optional

SSL SuperForms module for robust online forms, such as service requests

\$400/ year
if selected

HTML mode for editing—example: embed community videos from your YouTube Channel or Google Maps of your area



Friendly URLs (for example, govofficetown.com/police) for quicker and direct access to select sections the website—bypassing the home page entirely



Intranet capability for *staff only* areas of the website; accessed only by username and password



Bulk e-mail tool that allows visitors to opt-in and opt-out of receiving e-mail notifications from your government office



RSS feeds *in* from other news-related websites



Navigation and Content Services

The **Complete Navigation Analysis & Restructure** will make your navigation menu compatible with a Responsive Website Design and greatly enhance speed of service to your website visitors.

Our content professionals will analyze the entire site navigation menu and then organize and label it according to best practices of usability, Web design and the latest standards for government websites. The end result is a well-organized, intuitive website that ensures your site visitors will quickly and easily find the information they need.

After completion of the Complete Navigation Analysis & Restructure project, GovOffice will address the homepage by doing a **Homepage Setup** which involves organizing your existing homepage content to follow the best practices of Web writing and design. Specifically it involves:

- Re-writing and formatting welcome text for efficient online reading
- Organizing and labeling primary site navigation menus
- Incorporating images effectively
- Using Promotions to display news, events, calendars, etc. in a visually appealing way
- Using Sidebars to display related links, text and images

"I've worked with GovOffice for several years now. While I have always been happy with the customer service, my latest experience with them was exceptional.

We recently had a Complete Navigation Analysis & Restructure content service done. The staff was very easy to work with and completely professional. We are very happy with the re-organization of our entire website."

Lynne A. Fuller, City Clerk
City of Norton Shores, Michigan
www.nortonshores.org

3-Year Budget Payment Plan: *the* solution for forward-thinking, yet budget-conscious, local governments

GOV OFFICE		Responsive Website Design (RWD) Solutions			
Services Delivered Over 3 Years		Budget	Value	Progressive	Premium
DESIGN SERVICE—Delivered in 2018 (10% Discount) Creative and technical development of a customized, public RWD		\$3060	\$4410	\$6030	\$7830
CONTENT SERVICE—Delivered in 2018 Complete Navigation Analysis & Restructure and Homepage Setup		\$550	\$550	\$550	\$550
WEBSITE SERVICE—Delivered Jan 2019 – Dec 2019 Hosting, data storage, backups, maintenance, security, tech support		\$1050	\$1050	\$1050	\$1050
WEBSITE SERVICE—Delivered Jan 2020 – Dec 2020 Hosting, data storage, backups, maintenance, security, tech support		\$1050	\$1050	\$1050	\$1050
WEBSITE SERVICE—Delivered Jan 2021 – Dec 2021 Hosting, data storage, backups, maintenance, security, tech support		\$1050	\$1050	\$1050	\$1050
Total		\$6760	\$8110	\$9730	\$11,530
Equal, Annual Payments		3	3	3	3
January 2019 – December 2019 Payment		\$2250	\$2700	\$3240	\$3840
January 2020 – December 2020 Payment		\$2250	\$2700	\$3240	\$3840
January 2021 – December 2021 Payment		\$2250	\$2700	\$3240	\$3840

3-Year Budget Payment Plan: Three Options to Continue with GovOffice at the End of Year 3

1. The original Agreement may be renewed in 2021 for an additional 3 years at a rate of **\$2250 per year (Budget)**, **\$2700 per year (Value)**, **\$3240 per year (Progressive)**, or **\$3840 per year (Premium)**. At renewal GovOffice will repeat all of the services performed in the original Agreement, including development of a totally new graphic design and content services and the respective levels.

This plan will keep the City in a modern, compelling Responsive Website Design at all times, and the City will be insulated from any rate increase that occurs between **2019** and **2025** in the areas of Annual Service & Maintenance, Graphic Website Design, and Professional Content Services that are used to calculate the annual payment.

2. The City may opt not to renew the original Agreement, rather start an entirely new 3-year Agreement (again, with an option for renewal for Years 4-6). The new annual charge could be less than or greater than the 2019 Agreement, depending on the services selected.
3. The City may opt out of the original 3-year Agreement and convert back to a year-to-year commitment at the then-current Annual Service Package rate.

One-Time Payment Option

The City is not required to participate in the 3-Year Budget Payment Plan program. To remain on its current, year-to-year Agreement with GovOffice, the City shall make a one-time only payment in the amount of **\$3400 (Budget)**, **\$4900 (Value)**, **\$6700 (Progressive)**, or **\$8700 (Premium)** for the Responsive Website Design service plus **\$550** for the Complete Navigation Analysis & Restructure and Homepage Setup services, and the regular Annual Service Package charge will be billed per the City's usual billing cycle (January – December).

General Project Timeline

The implementation timeline for deliverables is subject to client participation, direction, and approvals. The Client's totally remade GovOffice website may be deployed in approximately 3 to 3.5 months (estimate only).

Responsive Website Design (RWD) process—creative & programming	8 - 10 weeks
Complete Navigation Analysis & Restructure and Homepage Setup	4 weeks
Site testing across all major Web browsers and mobile devices	Less than 1 week
Webinar training/ re-training of GovOffice CMS for staff	90 minutes

Testimonial of a Major Upgrade Client

"After 5 years, we decided to upgrade our GovOffice site. I contacted Mike Chaloupka in Sales to get the ball rolling. Mike was great in getting pricing for different things we may want and patient in waiting for the budget year to cycle around. The whole beauty of his proposal was that we paid only for what we wanted. They worked with what WE wanted, not what they wanted.

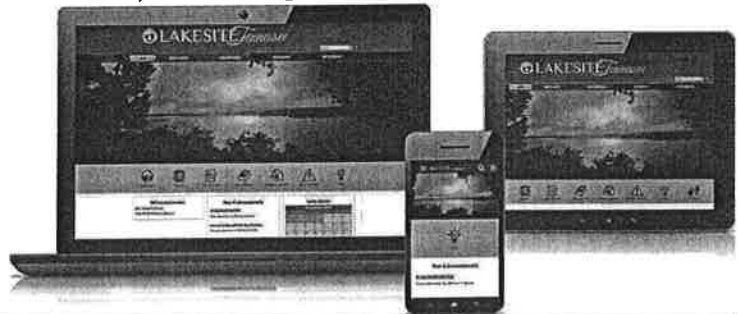
We then moved on to Janelle Gulka, our Designer. I'd worked with Janelle in the past on several projects and was excited to be working with her again. We had a good rapport in the past, and I knew we would do well together again. What a gem she is! Janelle is such a wonderful person to work with. She is so innovative. Janelle tried a couple of different things that had me saying "wow" and then "YES!" She knows her stuff and does it so well.

The last step was Ben Woolman, the Content Specialist. Ben seemed to know what I wanted even before I opened my mouth. He knew exactly what he was doing, what I wanted, and he put it in motion. Before I knew it, he had implemented what we had wanted, the site was done, up and running!

Because of these three professional people, we now have a totally new, clean, uncluttered Responsive website design. It looks totally modern and beyond what I had imagined.

I'd be remiss if I did not mention that I or a member of our staff here will be able to maintain the site ourselves. If we happen to have a question or run into a problem, there is live support, tutorial videos, and a help website to assist us. But, honestly, the content management system is very user-friendly. You can't go wrong with GovOffice."

Jodi P. LaCroix, CMC
City of Lakesite, Tennessee
www.lakesitetn.gov



More Testimonials (RWD Clients)

"I highly recommend GovOffice and their team of outstanding professionals. We continue to work with them on website redesigns every 3-4 years and they keep outdoing themselves every time!"

Angie Steinbach, Assistant City Manager
City of Montevideo, Minnesota
www.montevideomn.org

"The GovOffice team made our redesign project simple, even for a non-technical government professional like myself. Everyone loves the updated photographs of the community and the cleaner navigation design. I have heard nothing but high praise for our new website!"

Mary Vandenboom, Assistant to the Village Administrator
Village of South Elgin, Illinois
www.southelgin.com

COUNCIL BILL NO. 19-02

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a Lease Agreement with Pam Graff in the amount of \$3,600.00 for continued use of the pavilion in Municipal Park as a skating rink for a one year lease term.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI** as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a Lease Agreement with Pam Graff in the amount of \$3,600.00 for continued use of the pavilion in Municipal Park as a skating rink for a one year term commencing January 1, 2019 and ending December 31, 2019, a copy of which Lease Agreement is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ **DAY OF** _____ **2019.**

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Services Committee

LEASE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2019 by and between the City of Carthage, Jasper County, Missouri, a municipal corporation, hereinafter called Lessor, and Pam Graff, of Carthage, Missouri, hereinafter called the Lessee.

WITNESSETH, THAT THE Lessor, for and in consideration of the rents, covenants, and stipulations to be paid, kept and performed by the said Lessee does hereby lease and demise to the said Lessee a certain building located in the Municipal Park, Carthage, Missouri, which said building is owned by Lessor and commonly referred to as "pavilion" to be used by Lessee as a skating rink.

TO HAVE AND TO HOLD the above described building with all privileges thereto belonging unto the said lessee for a term of one year commencing on date of signing and ending December 31, 2019. Lessee to use said premises as and for a skating rink with the approval of a majority of the members of the City Council, City of Carthage, Missouri.

Lessee does hereby agree to pay to lessor as and for rental for the above described premises the total sum of three thousand, six hundred dollars (\$3,600.00) per year, payable at the rate of three hundred dollars (\$300.00) per month on the first day of January 2019, and on the first day of each succeeding month thereafter during the period of the lease. In the event the first day of the month falls on a Saturday or Sunday, said payment shall be due and payable on the first Monday of such month. If rental payments shall continue unpaid another 30 days, Lessor shall notify Lessee thereof by letter. If such delinquency in payment shall continue another 30 days, or a total of 60 days, this lease shall be terminated and the premises vacated.

The Lessee shall hold the Lessor free and harmless from any and all costs, damages, expenses, mechanic liens, or any and all liability which may arise from any contract, tort, statute, or city ordinance growing out of the use of said premises by said Lessee.

The Lessee does hereby agree that he will not assign this lease nor shall he have the right to so assign the same to any person or persons howsoever without first having and obtaining the written consent of the Lessor to said proposed assignment.

The Lessor shall pay for all materials and labor necessary for the maintenance of exterior walls and roof of said pavilion. The Lessor shall pay for all major plumbing repairs. The Lessee shall be responsible for all repairs to the interior of said pavilion and Lessee covenants to maintain said interior in as good repair as it was in at the commencement of this lease, ordinary wear and tear and acts of God excepted.

The Lessee assumes and agrees to pay all utility bills, including the water bill for the main floor of the building, incurred in connection with use of said building.

Lessee shall have the right at their option to operate legitimate concessions within said building in addition to the skating business carried on therein.

Lessee further covenants and agrees to prevent their patrons and others from parking their automobiles immediately adjacent to said pavilion, and Lessee agrees to use all reasonable means to prevent delivery trucks from crossing the sidewalk when making deliveries to the said pavilion.

Damage to the building by fire, wind, storm, and other casualty rendering the Pavilion untenable shall, at the option of either party, work a termination of this lease.

The Lessee covenants and agrees to maintain and keep the toilets on the main floor in said building clean and in good repair, except for as above stated, and to keep the premises in a clean, neat, and orderly manner.

It is further agreed and understood by and between the parties hereto, that prior to the commencement of said skating rink business by Lessee on said premises, said Lessee shall at this own expense, obtain a policy of liability insurance in the amount of two million dollars (\$2,000,000.00) with the City of Carthage as an additional named insured, protecting Lessor from any claim of any person or persons whomsoever arising out of the use of said property as a skating rink by Lessee. Lessee shall provide the City Clerk with a copy of the insurance certificate no later than thirty days after signing of the agreement.

The alterations made by Lessee and all equipment installed for the purpose of winterizing the Pavilion shall be and remain the property of Lessor upon the termination of the Lease Agreement.

Violation of any above covenants contained herein by the Lessee shall, at the option of the Lessor, constitute a forfeiture of the lease, but shall in no way affect the obligation of the Lessee to pay the rental herein provided for.

In **WITNESS WHEREOF**, the parties hereunto set their hand and seal of this _____ day of _____, 2019.

CITY OF CARTHAGE

By: _____ Lessor
Mayor: Dan Rife

Pam Graff Lessee

Attest:

Traci Cox
City Clerk

COUNCIL BILL NO. 19-03

ORDINANCE NO. _____

An Ordinance amending Section 21-144 of the Code of Carthage by adding a new sub-section (7).

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: Sec. 21-144 (City participation in cost of sidewalk improvements) of the Code of Carthage is hereby amended to include the addition of a new section seven as follows: (7) A third party may be eligible to conduct the project as the owner and be reimbursed by the City. The third party, other than the owner who wishes to construct, rebuild, or reconstruct a sidewalk, in compliance with this Section, shall provide to the city written approval of the owner of the property. The written approval must state the third party by name, that they, third party, has full authority to act without any further notice from or to the owner by or to the city, and that the third party is to receive the monitory reimbursement by the city directly without further approval of the owner.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

ATTEST:

Dan Rife, Mayor

Traci Cox, City Clerk

Sponsored by: Public Works Committee

Sec. 21-144. - City participation in cost of sidewalk improvements.

The purpose of this program is to encourage property owners to replace or install residential and/or commercial sidewalks within the City of Carthage.

- (1) The city shall reimburse, subject to the availability of funds in the fiscal year construction is completed, a portion of the costs, to the owner of any lot or tract, who shall construct, rebuild, or reconstruct in compliance with this article, a sidewalk lying along and adjacent to his said property. Reimbursement to said owners shall be made as follows: Three dollars (\$3.00) per square foot of new sidewalk constructed in accordance with city specifications as defined in section 21-125(a), (b), (c), (d), and (e) provided that all work has been accepted and reimbursement approved by the public works director. Any one (1) owner or owners shall not receive more than three thousand dollars (\$3,000.00) reimbursement per fiscal year, except where said owners meet all requirements for reimbursement for additional tracts of land and providing that reimbursement for said additional tracts of land shall not be made until reimbursement has been made during the current fiscal year to all owners entitled to reimbursement under this section as to one (1) tract of land.
- (2) All construction, reconstruction, rebuilding, or repair of sidewalks less than full width as required in section 21-125, shall not be eligible for reimbursement of funds.
- (3) All sidewalks constructed by order of the city council as provided in section 21-132, shall not be eligible for reimbursements, unless specifically authorized by a council bill.
- (4) All sidewalks constructed, repaired, or reconstructed by order of the city engineer in compliance with this article, where a special tax bill has been issued, shall not be eligible for reimbursements, unless said special tax bill has been paid in full within thirty (30) days after date of issuance.
- (5) The program is not available to property owners where sidewalks are required as a part of the city's sub-division or development standards, i.e., existing or new undeveloped lots.
- (6) The owner may choose to hire a contractor with a valid city business license or may choose to conduct the work himself or herself.

***NEW
BUSINESS***

COUNCIL BILL NO. 19-04

ORDINANCE NO. _____

An Ordinance to amend Section 14-11 of the Carthage Code.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER
COUNTY, MISSOURI** as follows:

SECTION I: Section 14 of the Carthage Code is hereby amended to read as follows:

Sec. 14-11. - Court costs—Generally.

In addition to any fine that may be imposed by the municipal judge there shall be assessed as costs in all cases the following:

- (1) Costs of court in the amount of twelve dollars (\$12.00).
- (2) In all cases except those for nonmoving traffic violations, costs for training of police officers in the amount of two dollars (\$2.00).
- (3) Other cases, such as for the issuance of warrant, commitment, or summons, as provided before the associate circuit judge in criminal prosecutions.
- (4) Actual costs assessed against the city by the county sheriff for apprehension or confinement in the county jail. The current daily rate as of 1/1/2019 is \$45.00 per day.
- (5) Mileage, in the same amount as provided to the sheriff in criminal violation, for each mile and fraction thereof the officer must travel in order to serve any warrant or commitment or order of the court.
- (6) In all cases except for nonmoving traffic violation there shall be an additional one dollar (\$1.00) collected. This fee shall be deposited with the treasurer of the State of Missouri in the peace officer standards and training commission fund to be used statewide for training of peace officers.
- (7) A surcharge of seven dollars and fifty cents (\$7.50) for the use and benefit of the Missouri

Crime Victims' Compensation Fund, in accordance with RSMo 595.045.

(8) Any other reasonable cost as may be provided by ordinance including, but not limited to, costs of confinement, including any necessary transportation related thereto and medical costs incurred by the city while a defendant is in city custody.

(9) In all cases involving violations of municipal ordinances there shall be a surcharge of two dollars (\$2.00) assessed as court cost to be deposited into an inmate security fund, in accordance with RSMo 488.5026.

(10) In all cases involving violations of municipal ordinances there shall be a surcharge of three dollars (\$3.00) assessed as court cost as a surcharge for the Missouri Sheriff's Retirement fund.

(11) In addition to any fine imposed and cost assessed pursuant to law, an additional cost of one dollar (\$1.00) shall be assessed as cost in each municipal court proceeding in the city for violation of any municipal ordinance for the purpose of establishing a judicial education fund. The judicial education fund shall be used only to pay for: (1) the continuing education and certification required of the municipal judges by law or supreme court rule; and (2) judicial education and training for the court administrator and clerks of the municipal court. At no time shall more than one thousand dollars (\$1,000.00) be retained in the fund. Any excess funds shall be transmitted quarterly to the general revenue fund of the municipal treasury. (RSMo 479.206).

(12) In addition to any costs which may be assessed by the Municipal Division, pursuant to Statute, Ordinance, or Court Rule, in every proceeding filed in the Municipal Division for violation of an Ordinance, a surcharge of \$7.00 shall be assessed. Such surcharge shall also be assessed in cases in which pleas of guilty are processed in the Traffic Violations Bureau. No such surcharge shall be collected when the proceeding or defendant has been dismissed by the Court, when costs are waived, or when cost are paid by the City. Such surcharge shall be collected by

the Municipal Court and paid monthly to the Missouri Director of Revenue to the credit of the Missouri Statewide Court Automation Fund, as provided in RSMo. Section 488.012.3(5) and Section 488.027.2, and RSMo 476.056

SECTION II: This ordinance is to be considered an emergency ordinance under the terms of the charter of the City of Carthage.

SECTION III: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

COUNCIL BILL NO. 19-05

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute a Missouri Highway and Transportation Commission Cost Apportionment Program Supplemental Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets; Job No.: 7P3187I.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri a Missouri Highways and Transportation Commission Cost Apportionment Program Supplemental Agreement between the City of Carthage, Missouri and the Missouri Highway and Transportation Commission providing for public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets; Job No.: 7P3187I, a true copy of which is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Public Works Committee

CCO Form: DE07
Approved: 07/97 (DPP)
Revised: 04/18 (BDG)
Modified: 01/19 (BDG)

Cost Apportionment Agreement
Route: 571
County: Jasper
Job No.: 7P3187I

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
COST APPORTIONMENT PROGRAM
SUPPLEMENTAL AGREEMENT**

THIS SUPPLEMENTAL AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and the City of Carthage (hereinafter, "City").

WITNESSETH:

WHEREAS, on April 3rd, 2017 the Commission and the City previously entered into a *Cost Apportionment Agreement* as to public improvements designated as Route 571 Intersection Improvements, for the construction of intersection improvements on Route 571 at Elk and Garrison Streets, (hereinafter, "Original Agreement"); and

WHEREAS, the Commission and the City now desire to revise the Original Agreement as provided in this Supplemental Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties agree as follows:

(1) REVISION TO PARAGRAPH (9)(C) OF ORIGINAL AGREEMENT:
Paragraph (9)(C) PAYMENT RESPONSIBILITIES of the Original Agreement is hereby removed and replaced with the following:

(9)(C) The City will be responsible for fifty percent (50%) of the total project cost. The current estimate of the City's responsibilities is one million, one hundred five thousand, four hundred seventy-one dollars (\$1,105,471). The City agrees that the Commission may program up to two hundred seventy-four thousand, eight hundred ninety-four dollars and eighty-five cents (\$274,894.85) of STP-Small Urban funding in partial fulfillment of the City's obligation for payment for the project. The City will be responsible for providing the required match for the STP-Small Urban funds. Any costs for City's share of the herein improvements which exceed any federal reimbursement or are not eligible for federal reimbursement shall be the sole responsibility of the City. For the remainder of its payment responsibilities, the City shall remit a check in the amount of eight hundred thirty thousand, five hundred seventy-six dollars and fifteen cents (\$830,576.15) no later than five (5) days prior to the Commission's advertisement of the project for bids. This check should be made payable to the *Missouri Highway and Transportation Commission - Local Fund*. If the City fails

to make the required deposit, the Commission is under no obligation to continue with the project.

(2) REVISION TO "EXHIBIT B" OF THE ORIGINAL AGREEMENT: "Exhibit B" of the Original Agreement is hereby removed and replaced with "Exhibit A to the Supplemental Agreement", attached hereto and made part thereof.

(3) ORIGINAL AGREEMENT: Except as otherwise modified, amended, or supplemented by this Supplemental Agreement, the Original Agreement between the parties shall remain in full force and effect and shall extend and apply to this Supplemental Agreement as if fully written in this Supplemental Agreement.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the City this _____ day of _____, 20____.

Executed by the Commission this _____ day of _____, 20____.

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

CITY OF CARTHAGE

By _____

Title: _____

Title: _____

ATTEST:

ATTEST:

Secretary to the Commission

By _____

Title: _____

Approved as to Form:

Approved as to Form:

Commission Counsel

Title: _____

Ordinance No.: _____

"Exhibit A To The Supplemental Agreement"		
Project Name:	Route 571/Fairlawn and Elk Street Improvements	
MoDOT Job Number:	7P3187I	
Description:	Improvements on Fairlawn at Elk Street in Carthage	
Definition of "Total Project" for Cost Apportionment Includes:		
Preliminary Engineering	ROW Incidentals	Utilities
ROW	Construction	Construction Engineering
Definition of "Total Project" for Cost Apportionment Excludes:		
Cost to Accelerate Project		
Project Estimate		
	Current Estimate and Inflation	Cost Apportionment Eligible
Preliminary Engineering	\$ 200,000	\$ 200,000
Right-of-way	\$ 231,750	\$ 231,750
Right-of-way Incidentals	\$ 2,500	\$ 2,500
Utilities	\$ 412,363	\$ 412,363
Construction w/ Contingency	\$ 1,189,329	\$ 1,189,329
Non-contractuals	\$ -	\$ -
Inspection and Letting	\$ 175,000	\$ 175,000
Total	\$ 2,210,942	\$ 2,210,942
Project Responsibilities		
Preliminary Engineering	MoDOT	
ROW Acquisition	MoDOT	
Letting	MoDOT	
Inspection	MoDOT	
Financial Responsibilities		
City of Carthage	\$ 830,576.15	Total Local Share
City STP-Small Urban	\$ 274,894.85	\$ 1,105,471
Local Reserved 3	\$ -	50.0%
Local Reserved 4	\$ -	
Local Reserved 5	\$ -	
Local Reserved 6	\$ -	
MoDOT SW in-kind	\$ 181,500	Total MoDOT Share
MoDOT Flexible Funds	\$ 923,971	\$ 1,105,471
MoDOT Reserved 3	\$ -	50.0%
MoDOT Reserved 4	\$ -	
How are overruns and underruns handled?		
The City of Carthage and MoDOT will share cost savings and cost overruns equally.		

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

January 2019

Standing Committees

Budget Committee – Ray West

Public Safety Committee – Ray West (Replaces Alan Snow)

RESOLUTIONS

RESOLUTION NO. 1860

A RESOLUTION PROVIDING AUTHORIZATION OF APPROPRIATION OF FUNDS FROM THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE, MISSOURI.

WHEREAS, the City of Carthage has, by ordinance, adopted its Annual Operating and Capital budget for the fiscal year ending June 30, 2018, and 2019; and

WHEREAS, the City periodically needs to adjust its Annual Operating and Capital budget for a variety of business related reasons; and

WHEREAS, the necessity of conducting City business in an efficient and timely manner sometimes does not lend itself to amending the budget by ordinance; and

WHEREAS, an ordinance amending the budget will be presented for Council consideration prior to the end of the fiscal year; and

WHEREAS, the Budget Ways & Means Committee has, or will consider all requested budget adjustments prior to Council consideration of an ordinance amending the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

That the City Council hereby authorizes a supplemental appropriation of funds from the City's Annual Operating and Capital budget for the fiscal year ending June 30, 2018 and 2019 as follows, and directs that a budget adjustment ordinance be prepared and submitted to the Council for future action:

1. **Civic Enhancement Fund:** to reflect a supplemental appropriation of up to \$12,255 pursuant to Exhibit A, attached, and as if set out in full, from the unallocated and undesignated fund balance.

PASSED AND APPROVED THIS _____ DAY OF _____, 2019.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

- Exhibit A -

KELLOGG LAKE

Lake pump and motor	\$3,500
Fountain LED lighting	\$1,500
LED lighting @ pavilion	\$500
	<hr/>
	\$5,500

ROUND-A-BOUT

Irrigation repairs	\$400
River rock	\$350
Damage repairs	\$905
	<hr/>
	\$1,655

CENTRAL PARK

Irrigation for flower beds/urns	\$750
Landscaping Marlin Perkins	\$600
	<hr/>
	\$1,350

SKATE PARK

Extend concrete south 12'	\$3,000
	<hr/>
	\$3,000

PARKS

Tree planting	\$50
	<hr/>
	\$50

MUNICIPAL PARK

Repair restroom toilets	\$400
	<hr/>
	\$400

GOLF RESTROOM

Paint restroom	\$300
	<hr/>
	\$300

MINUTES
STANDING
COMMITTEES

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, JANUARY 8, 2019
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Ceri Otero, Brady Beckham, David Armstrong and Kirby Newport.

OTHER COUNCIL MEMBERS: None.

OTHERS PRESENT: City Administrator Tom Short and City Clerk Traci Cox.

Chairperson Ceri Otero called the meeting to order at 5:30 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Armstrong, the minutes of the December 11, 2018 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 4-0 on a motion by Mr. Newport.

NEW BUSINESS:

Consider and Discuss Employee Health Fair: Ms. Cox presented proposals from both Freeman Screen Team and Mercy Health Screenings. Mercy offers a package screening for \$60 while Freeman offers a package screening for \$130. Mr. Beckham made a motion to approve the package proposal from Mercy Health Screenings. Motion carried unanimously.

Staff Reports: Ms. Cox reported representatives from Beimdiek Insurance Agency will be holding departmental meetings to educate employees on wellness initiatives and the nicotine cessation program. Mr. Armstrong inquired as to whether the City had any policies regarding tobacco usage in public view while on duty. City Clerk Cox is to see if any cities in our area have such policies.

Member Reports: Mr. Armstrong reported on his review of the claims on December 21 due to the cancellation of the December 25 Council Meeting. The January 22 meeting of the Committee on Insurance, Audit and Claims will begin at 5:00 p.m. to allow sufficient time for the audit report.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 5:53 PM. Motion carried 4-0.

Traci Cox
City Clerk

BUDGET WAYS & MEANS COMMITTEE
MONDAY, JANUARY 14, 2019 5:30 P.M.
CITY HALL COUNCIL CHAMBERS

MEMBERS PRESENT: Darren Collier, Juan Topete and Alan Snow.

OTHERS PRESENT: Mayor Dan Rife, City Administrator Tom Short, City Clerk Traci Cox, Fire Chief Roger Williams, Police Chief Greg Dagnan, Ceri Otero, Ray West, Deborah Bell, Rachel Bell, Robin Smith, Tyler Warnall, and John Hacker.

Chairman Collier called the meeting to order at 5:30 P.M.

***NOTE:** All areas *"italic"* below were submitted to the Committee in a pre-meeting memo by Mr. Short.

OLD BUSINESS

Consideration and approval of minutes from previous meeting. Mr. Snow made a motion to accept the minutes of the December 10 meeting. Motion approved 3-0.

NEW BUSINESS

1. Consider and discuss six month review of Humane Society Contract.

"The contract approved by the city stated that "in consideration of the services to be rendered hereunder to the Government, the Government agrees to pay to CHS the yearly sum of thirty-one thousand five hundred dollars and no cents (\$31,500.00), appropriated by the annual budget of the Government, which shall be paid in monthly installments, for the first six months, of two thousand seven hundred and fifty dollars and no cents (\$2,750.00) and the remaining six months of monthly installments of two thousand five hundred dollars and no cents (\$2,500.00) at the end of each month, during the time that this agreement is in force and effect, unless the Government, after a six month satisfactory review, increases the yearly total to thirty-three thousand dollars and no cents (\$33,000.00) made by continuing payments of two thousand seven hundred fifty dollars and no cents (\$2,750.00) for the remaining six months the agreement is in force and effect." Deborah Bell has been invited to the meeting for the six month "review" with the Committee. The Police Department has supplied end-of-year numbers from Animal Control and reports of the feral cat colonies. If they will not attach to this email, I'll send them out via a separate email. Greg Dagnan will also be there for the discussion. If the Committee is satisfied with the review, it will need to recommend to the Council increasing the payment for the remaining six months per the contract. Included is a copy of the full contract approved by the City."

Mr. Short explained the agreed to performance review. The number of animals taken to the Humane Society increased by 114 from the previous year. Medical expenses were also reviewed. No major concerns were addressed. Mr. Snow moved to appropriate the additional funds to allow payment of \$2,750 monthly to the Carthage Humane Society for the remainder of the fiscal year. Motion carried.

2. Consider and discuss Fiscal 2019 Mid-Year Budget Status Report.

"Included are the summary spreadsheets for the (unaudited) mid-year budget report. We will review the information with the Committee at the meeting. Also included are the full monthly reports as requested at a previous Council meeting."

Mr. Short reviewed year-to-date revenues and expenditures, detailing General Revenue, Public Health and the Golf Course on spreadsheets. Current year-to-date revenues and expenditures align with last year's totals, with the exception of increased spending in the Capital Improvements Fund. Staff will continue to monitor.

3. Consider and discuss budget calendar for Fiscal Year 2020.

"Attached is a proposed Draft calendar for Fiscal 2020. The Committee can discuss the schedule and items related to it at the meeting."

Mr. Short presented the budget calendar for Fiscal Year 2020 and explained key dates. Mr. Snow moved to accept the budget calendar. Motion carried.

4. Consider and discuss a Resolution amending the FY 2019 Operating and Capital Budget for the City of Carthage.

"This resolution appropriates funds from the fund balance for applicable projects which have received donations in the past and had funds left over from previous years' expenditures. If this passes, it will be include in the next formal budget adjustment ordinance. We wanted to at least start the process to complete these projects."

Mr. Short discussed the available funds in the Civic Enhancement Fund and how they could be used. On a motion by Mr. Snow, the Resolution appropriating the funds will be forwarded to council.

5. STAFF REPORTS

"Included is the monthly Sales Tax report for the General Fund's 1% **Sales Tax**. This was reported at the last Council meeting but as the numbers were received just prior to that meeting, I've included the report for the Committee. The General Fund Sales Tax (1%) receipts for January showed an increase of 15.16% from the same month last Fiscal Year. This amounted to approximately \$22,960 more than the same month last year. This is the seventh month of the fiscal year and, the fifth month of collections which were higher than last year's total reported Sales Tax collections. Overall, the City had budgeted an increase of 0.01% from the previous year's budgeted amount. However, actual receipts for FY 18 fell short of projections. Final fiscal 2018 y-t-d numbers ended up 3.45% (\$77,102) higher than 2017 but approximately 3.16% (\$75,348) below what was anticipated (budgeted). Current Y-T-D receipts are 2.64% above last year's numbers. This amounts to approximately \$36,448, but is -0.61%, \$8,670 lower than anticipated budgeted collections. The **monthly budget reports** are also attached for December as the Council indicated they wished to receive a copy of

the report for now. The mid-year budget schedules are derived from these.”

Mr. Short reported on sales tax revenues. Ms. Cox reported on interest revenues from investments.

ADJOURNMENT: The meeting adjourned at 6:45 PM on motion by Mr. Snow. Motion carried 3-0.

Respectfully Submitted,
Traci Cox

PUBLIC SERVICES COMMITTEE

January 17, 2019
Park Department Office
521 Robert Ellis Young Drive

Public Services Committee Members Present; Brady Beckham, Juan Topete, James Harrison and Mike Daugherty.
Member absent; None.

Staff Present; Tom Short, Alan Bull and Mark Peterson.

Non-Members Present; Ceri Otero, Mayor Rife, Caleb Stiles, Raymond West, Tyler Wornell.

At 6:02 P.M. Mr. Beckham called the meeting to order.

Mr. Daugherty moved to approve minutes from the December 27, 2018 meeting. Motion carried.

Public participation

NONE

Old Business:

NONE

NEW BUSINESS:

1. Consider and discuss 2019 Food Truck Friday events- Mr. Stiles requested the use of Central Park to hold Food Truck Friday on the following dates; April 12, May 10, June 14, July 12, August 9, September 13 and possibly October 31. The Halloween date will be dependent upon weather and availability of food trucks. Mr. Stiles also asked for permission to have beer sold in the park on those days. Mr. Stile stated he wasn't sure yet who would be doing the beer sales but they would be properly licensed and insured. Mr. Daugherty asked about having officers there for the beer sales. Mr. Stiles assured him they would continue to hire off duty officers for the beer sales. Mr. Stiles also reported the car show would be returning this year if that wasn't an issue. He wanted to make sure the new concrete wouldn't be broken. Mr. Bull stated the concrete would not be a problem for cars.

Mr. Daugherty moved to recommend to Council allowing Food Truck Friday to be held on the provided dates to include a car show and beer sales. Motion carried.

2. Consider and discuss Parks Administrators job description- Ms. Otero approached the

Committee to talk about the job description for the Park Administrator. She felt that with a new hire coming soon this would be a good time to look at it and make any changes if needed, Ms. Otero handed out a paper with some ideas and informed the Committee she would like to see the word recreation remain in the description. Ms. Otero stated she liked what the Y did and didn't think the City should compete with them but felt there were other things that could be done recreation wise that currently wasn't being done. Ms. Otero thinks the Park Administrator should focus more on public relations for the City and let staff handle more of the day to day maintenance. Mr. Daugherty stated that looking through the job description it seemed all that Ms. Otero talked about was covered in the current description. Ms. Otero agreed but stated she thought there was talk of removing the recreation part and felt that would be a mistake. There was discussion about park funding including the parks/storm water tax. Mr. Bull pointed out that a big chunk of that was dedicated to the library. Ms. Otero stated that she thought the library could be considered a "park for the mind". Ms. Otero didn't want the City to decide what they really wanted and then advertise nationally just to see what they could find. Ms. Otero stated she had talked to at least thirty citizens about the up-coming hire and she felt they wanted more from the parks than they currently were getting. Mr. Beckham felt this conversation should continue at the next meeting. Mr. Short stated that he also felt the current job description worked for the department and City.

Mr. Daugherty moved to bring this discussion back up at the next Public Service Committee meeting. Motion carried.

STAFF REPORTS

City Administrator-Tom Short

Mr. Short reported on golf revenue and rounds. Rounds were slightly above projections but revenue was still lagging. The course did beat the projections for the month of December which helped some. Mr. Peterson explained the difference between rounds and revenue which generally resulted from increased member and senior play. Mr. Peterson also stated he would be coming to the next meeting with some ideas on how to help with the revenue in the coming year.

Park Administrator-Alan Bull

Mr. Bull reported on several up-coming projects. One was a new shelter house that would be built near the playground in Municipal. Mr. Bull stated this would be different from the last one built and would look much nicer. Another capital project being worked on is lighting for the south part of the walking trail at Fair Acres. Mr. Bull stated there were funds in this year's budget to try and do something about the lighting as there have been several complaints. Mr. Bull reported he had been working with CW&EP to come up with a plan on that project. Mr. Bull also stated he and the Maintenance Supervisor had formulated a plan to better secure the maintenance facility with a fence and gates that could be locked. Mr. Bull stated there was a continuing problem with people using the dumpster and throwing limbs and tires behind the stadium. And along with the better security Mr. Bull reported they were working with the City

IT Director to install cameras around the building such as what was done at the Street Department and Public Works.

Mr. Daugherty moved go into closed session to discuss hiring, firing, disciplining or promoting of particular employee pursuant to Section 610.021 (3) of the Missouri Revised Statues. Mr. Beckham voted aye, Mr. Topete voted aye, Mr. Harrison voted aye and Mr. Daugherty voted aye. Motion carried.

Meeting moved to closed session at 7:12 P.M.

Mr. Daugherty moved to return to open session. Mr. Beckham voted aye, Mr. Topete voted aye, Mr. Harrison voted aye and Mr. Daugherty voted aye. Motion carried.

Meeting returned to open session at 8:23 with no vote action taken.

Back in open session Mr. Bull was asked if he had any input on the job description and the items Ms. Otero had brought forth. Mr. Bull also felt the job description worked pretty well as is and would accommodate what Ms. Otero had discussed.

Mr. Daugherty moved to adjourn. Motion carried.

Meeting adjourned at 8:47

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

MINUTES
CARTHAGE TREE BOARD

January 10, 2019
5:15 P.M.
Park Department Office

Tree Board Members Present; Robert Balek, Noah Smith and Dale Hopp.

Tree Board Members Absent: Cody Smith and Bryan Stringer.

Non-Members Present; Alan Bull, Juan Topete, and Jon Skinner.

Meeting was called to order at 5:22.

A) Consider and discuss tree seminar – Mr. Bull stated the seminar was coming together and he asked Mr. Skinner to talk about it as he had been working on the project. Mr. Skinner reported he had helped line up several speakers and had tweaked the agenda a bit as several speakers asked to go earlier than planned. Mr. Skinner stated they had the furthest to drive and it was understandable they would like to get home at a decent hour. Mr. Skinner felt the event was coming together and looked like it would be a good event. There was discussion on setting up and what the facilities had that would be needed. Mr. Smith stated he would be attending and could help with the set up.

B) Consider and discuss T.R.I.M. Grant - Mr. Bull reported he had added this just to give an up-date on the rest of the grant. Mr. Bull stated the remainder of the grant was to send a couple of staff members and a Tree Board member to the Missouri Community Forestry Council conference. Mr. Bull reported he had made the hotel reservations and would soon register for the conference. Mr. Bull, Mr. Bradley from the parks and Mr. Balek would be the three people attending. Mr. Skinner noted that “early bird” registration ended on February 18th. Mr. Bull stated he would be registered well in advance of the deadline.

C) Consider and discuss 2019 Arbor Day Celebration- Mr. Bull reported they had talked to the school and they were on board for the event. This year it will be fifth graders instead of fourth and there will be many more kids. Mr. Bull stated the seedlings had been ordered some time ago and he also had funds for the purchase of a tree for planting at the event.

Mr. Smith asked if there were any problems meeting at the regularly scheduled time next month. He thought it would be a good idea to make sure everything was nailed down before the seminar. Mr. Skinner noted he would not be available on the 6th as he had a prior commitment. Mr. Skinner did state that he could be available the following Wednesday. All felt that Mr. Skinner needed to be there to make sure everything was in place. The Board made the decision to move the February meeting from the 6th to the 13th of February.

Meeting adjourned 5:56

CWEP BOARD MEETING MINUTES

January 17, 2019

The Carthage Water & Electric Plant Board met in regular session January 17, 2019, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

☒ Pat Goff - President
☒ Neel Baucom -Vice President
☒ Danny Lambeth -Secretary
☒ Darren Collier -Liaison

☒ G. Stephen Beimdiek - Member
☒ Brian Schmidt – Member
☒ Ron Ross - Member

Staff:

☒ Chuck Bryant-General Manager
☒ Cassandra Ludwig-General Counsel
☒ Jason Peterson-Director IT & Broadband
☒ Megan Stump- Executive Assistant
☒ Meagan Milliken-Customer Relations Mgr.

☒ Jason Choate-Director of Water Services
☒ Kelli Nugent/CFO
☒ Kevin Emery-Director of Power Services
☒ Stephanie Howard-Director of Business & ED

President Goff called the meeting to order at 4:00 p.m.

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Ross and seconded by Beimdiek to approve the minutes of the regular meeting of November 15, 2018, as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Beimdiek and seconded by Baucom to approve disbursements for November in the amount of \$3,005,398.31 passed unanimously.

A motion by Schmidt and seconded by Beimdiek to approve disbursements for December in the amount of \$3,313,533.60 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for November noting that the net income for the month was under budget by approximately \$73,000 and prior year by approximately \$116,000. She noted that for the year to date the utility is ahead of budget by approximately \$1,056,000 and ahead of prior year by approximately \$551,000.

A motion by Ross and seconded by Schmidt to approve November financials passed unanimously.

CFO Nugent presented the financials for December noting that the net income for the month was ahead of budget by approximately \$314,000 and prior year by approximately \$75,000. She noted that for the year to date the utility is ahead of budget by approximately \$1,370,000 and ahead of prior year by approximately \$625,000. GM Bryant attributed the increase largely to favorable weather conditions.

A motion by Beimdiek and seconded by Ross to approve December financials passed unanimously.

COMMITTEE REPORTS: Board Secretary Lambeth reported that after much review and consideration, the committee's recommendation for the selection of CWEP Investment advisor is Missouri Securities Investment Program.

CITIZEN'S PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION AND SELECTION OF CWEP INVESTMENT ADVISOR

General Manager Bryant introduced Jason Glidden, the senior managing consultant with PFM Asset Management LLC. Glidden provided the Board with information regarding the Missouri Securities Investment Program.

After deliberation, the committee made a motion to select the Missouri Securities Investment Program ("MOSIP") as CWEP's financial advisor. The motion was seconded by Baucom and passed unanimously.

After selection of MOSIP, the Board noted the need for CWEP to sign the Intergovernmental Cooperation Agreement for the Missouri Securities Investment Program ("the Agreement"). With a motion by Beimdiek and seconded by Baucom the Board voted unanimously to pass a resolution approving an intergovernmental cooperation agreement for the investment of public funds through the Missouri Securities Investment Program, allowing the Board President to execute the Agreement and listing GM Chuck Bryant and CFO Kelli Nugent as persons appointed as "Authorized Officers" with full power and authority to effectuate the investment and withdrawal of CWEP funds from time to time in accordance with the Restated Agreement.

CONSIDERATION OF SMOKE TESTING CONTRACT

General Manager Bryant recommended Trekk Design Group, LLC be selected for the smoke testing project, as this qualified vendor has previously provided services for Carthage Water & Electric Plant, which have proven to be successful.

A motion by Ross and seconded by Baucom to accept the selection of Trekk Design Group, LLC for smoke testing passed unanimously.

CONSIDERATION OF BIDS FOR WATER TREATMENT PLANT FILTER MEDIA REPLACEMENT

General Manager Bryant noted that a formal request was advertised and presented to several vendors seeking proposals to perform filter media replacement in the water treatment plant. Carthage Water & Electric Plant received bids from two vendors. Carbon Enterprises, Inc. submitted a bid for \$39,470.00 and Northern Filter Media's bid was \$50,526.70. One vendor respectfully declined to bid, and two others did not respond.

General Manager Bryant recommended awarded this purchase for the water treatment plant filter media replacement to Carbon Enterprises, Inc. in the amount of \$39,470.00.

A motion by Lambeth and seconded by Beimdiek to approve the bid of Carbon Enterprises, Inc. in the amount of \$39,470.00 passed unanimously.

BOARD MEMBER COMMENTS: None.

STAFF REPORTS:

Director of Power Services Emery announced that the catalytic converters are set and installed. He added there is still some work to be done inside the plant before the install is completely finished.

General Counsel Ludwig updated the Board on efforts to work with DNR to replace or repower government-owned trucks and transit and shuttle buses. Ludwig added CWEP worked diligently to collect necessary information and submitted a grant application for funding to replace several vehicles. With the deadline in January, CWEP will await the announcement of an award, but could receive up to 50% of the cost to replace the affected units with brand new vehicles. Ludwig also updated the Board on state and federal legislation and regulatory activity.

Director of Water Services Choate reported that the monitor used to track basin 3's flow data identified a 60-80% reduction in inflow and infiltration.

Director of Business and Economic Development Howard discussed preparations to provide services to an expansion of a business in town, noting the expansion of this business should bring in 35 new jobs to Carthage.

Customer Relations Manager Milliken reported the winter customer newsletter went out in December. Milliken noted that through its work with bright futures, Carthage Water & Electric employees provided donations and were able to provide three different families with Christmas gifts this year. Milliken also added that she received compliments from the installers of the Catalytic Converters on how well the powerplant is kept.

General Manager Bryant announced a change in staff, Billy Mendell will be moving to the GIS Technician position and his previous position as a meter reader will not be replaced. The meter reader department will now be adjusting from three staff members to just two. Bryant also noted CWEP sent James Pittman and Scott Dudolski to Harrisonville for mutual aid, he added they arrived home safe and had a good experience.

At 5:20 the meeting adjourned.

President – G. A. Pat Goff

Secretary – Danny Lambeth

***AGENDAS
STANDING
COMMITTEES***

PUBLIC SERVICES COMMITTEE
THURSDAY JANUARY 17, 2019
6:00 P.M.
PARK DEPARTMENT OFFICE
521 ROBERT ELLIS YOUNG DRIVE

Old Business

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Consider and discuss 2019 Food Truck Friday events.
2. Consider and discuss Parks Administrators job description.

Staff reports

Other Business

Consider and discuss a vote to close part of the meeting to discuss hiring, firing, disciplining or promoting of particular employees pursuant to Section 610.021 (3) of the Missouri Revised Statutes.

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL
417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS
PRIOR TO MEETING.

Posted: _____

By: _____

City of Carthage



NOTICE OF MEETING Public Safety Committee – Agenda Monday January 21, 2019 5:30 p.m. Carthage Police Department 310 W 4th Street, Carthage MO 64836

TENTATIVE AGENDA

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

1. Consider and discuss CW&EP Tower 2 Tower 5K Run – Meagan Milliken
2. Consider and discuss Food Truck Friday in Central Park April-September – Caleb Stiles
3. Consider and discuss TNR program (feral cats)

NEW BUSINESS.

1. Consider and discuss acceptance of donation of \$10,000 to the Police Department – Dagnan
2. Consider and discuss Omnigo records management system contract – Dagnan
3. Consider and discuss amendment to council bill Chapter 14 court costs. - Dagnan
4. Staff Reports.
 - a) Police Department
 - b) Fire Department

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

POSTED: _____

BY: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

January 22, 2019

5:00 PM

Carthage City Hall

Agenda

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Presentation by Rebecca Friedrich, KPM CPA's, of the City of Carthage Basic Financial Statements.
2. Consider and Discuss the job title of Parks Administrator.
3. Staff Reports

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.)

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***



AGENDA

Notice is hereby given that a committee of the Carthage Water & Electric Plant Board will meet January 10, 2019, 1:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of this meeting includes:

ADDITIONS TO THE AGENDA

CITIZENS PARTICIPATION PERIOD

APPROVAL OF THE COMMITTEE MINUTES: December 2018

OLD BUSINESS:

1. Review of investment advisor qualifications

NEW BUSINESS: None

MISCELLANEOUS

Persons with disabilities who need special assistance may call 417-237-7300 or 1-800-735-2466 (TDD via Relay Missouri) at least 24 hours prior to meeting.

Representatives of the news media may obtain copies of this notice by contacting:
Megan Stump, P O Box 611 Carthage, MO 64836 417-237-7300

CARTHAGE TREE BOARD

WEDNESDAY, JANUARY 10, 2019
5:15 P.M.

CARTHAGE PARK DEPARTMENT
MUNICIPAL PARK

TENTATIVE AGENDA

1. Consider and discuss tree seminar.
2. Consider and discuss TRIM grant.
3. Consider and discuss Arbor Day.

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted: _____

By: _____

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darrieus K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

Carthage: 417-358-0421
Joplin: 417-625-4350

Toll Free: 800-404-0421
Fax: 417-358-0483

COMMISSION AGENDA

JANUARY 15, 2019

9:00 A.M.

JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PLEDGE OF ALLEGIANCE
 - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
 - ♦ **Approve Plat for MJ Surveying for Eclipse Estates**
9. NEW BUSINESS
10. PUBLIC HEARINGS

PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED JANUARY 11, 2019 AT 4:00 P.M.

(RSMO 610.020)



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet January 17, 2019, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: November 2018

APPROVAL OF DISBURSEMENTS:	November	\$3,313,533.60
	December	\$3,069,528.14

FINANCIAL STATEMENT: November & December

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of smoke testing contract
2. Consideration of bids for water treatment plant filter media replacement
3. Consideration and selection of CWEP investment advisor

STAFF REPORTS

BOARD MEMBER COMMENTS

Persons with disabilities who need special assistance may call 417-237-7300 or 1-800-735-2466 (TDD via Relay Missouri) at least 24 hours prior to meeting.

Representatives of the news media may obtain copies of this notice by contacting:
Megan Stump, P O Box 611 Carthage, MO 64836 417-237-7300

CITY OF CARTHAGE

Planning, Zoning, and Historic
Preservation Commission

AGENDA

Date of Meeting: **1/21/2019**

Place: **City Hall Chambers
326 Grant St.**

Time: **5:15 pm**



To Consider the following items:

1. Requested by: CANCELLED

Request type: CANCELLED

Project Location: CANCELLED

Reason for Hearing: CANCELLED

**NOTICE:
DUE TO LACK OF BUSINESS
MEETING IS CANCELLED**

Commission Members

Voting Members:	Chairman	Harry Rogers	1350 S Main St	417-358-4527
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Mark Elliff	1511 Grand	417-358-3613
	Member	Levi Utter	502 E Centennial	417-540-6565
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

Non-Voting Members:	Mayor	Dan Rife	City Hall	417-237-7003
	Councilmember			
	City Administrator	Tom Short	City Hall	417-237-7003

Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
---------------	-----------------------	------------	-------------------------	--------------

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

Carthage: 417-358-0421
Joplin: 417-625-4350

Toll Free: 800-404-0421
Fax: 417+358-0483

COMMISSION AGENDA
JANUARY 22, 2019
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PLEDGE OF ALLEGIANCE
 - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
 - ♦ **County Clerk-Yearly County Financial Statement Certification Letter**
 - ♦ **Surplus Office Equipment for the Jasper County Assessor**
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ♦ **Acknowledge School Choice Week January 20-January 26, 2019**
10. PUBLIC HEARINGS

PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED JANUARY 18, 2019 AT 4:00 P.M.

(RSMO 610.020)

CORRESPONDENCE

From: Municipal_Advisors <Municipal_Advisors@springsted.com>
Sent: Thursday, January 10, 2019 7:05 AM
To: Tom Short
Subject: Springsted joins with Baker Tilly and Umbaugh



To our valued clients, partners and friends:

We have exciting news! We are pleased to announce our intention to join forces with H.J. Umbaugh and Associates, Municipal Advisors and Certified Public Accountants, LLP (Umbaugh) and Baker Tilly Virchow Krause, LLP (Baker Tilly), a financial services and accounting firm.

Springsted's mission has always been to provide you with high-quality independent advice and comprehensive services. This three-firm combination builds on this mission and approach.

Umbaugh is the largest CPA firm in the U.S. that is a major regional municipal advisory firm, focusing on financial management, capital planning, bond issuance and post issuance advising and consulting for municipalities, utilities, schools, libraries, counties and townships. Like Springsted, Umbaugh provides an array of services which complement their municipal advisory work. These services include utility rate studies and cost-of-service analysis, cash management advisory services, tax increment and economic development strategies and comprehensive financial planning.

Baker Tilly has a longstanding public sector practice with a team of 220 professionals serving nearly 1,000 governmental clients. Baker Tilly's industry concentration in economic development, higher education and healthcare complements its public sector specialization. In addition to governmental auditing, the firm provides advisory services to the public sector which include financial forecasting, TIF projections, consolidations and shared services, forensics and expert witness services, Enterprise Resource Planning (ERP), process and efficiency analysis and internal controls reviews and recommendations. In total, Baker Tilly will now have approximately 3000 employees.

What does this mean for you?

This combination creates one of the largest independent municipal advisory firms in the nation and builds on the services Springsted has historically provided – public finance, economic development, fiscal planning, human capital management and investments. The people you have worked with will remain the same. However, they will now have access to greater resources and a broader array of services. The cultural fit among our three firms is very strong. Each is dedicated to exceptional client service, high professional standards, independence and a commitment to serving the public sector.

What about location and contact information?

Our office locations and phone numbers will remain the same. When our email addresses change in a few months, any messages sent to a former address will automatically forward – there's nothing different you need to do at this time.

When is this happening?

We expect the combination to be effective in the first quarter of this year. As we transition, you will see our new name of Baker Tilly and our new logo used in communications. Bakertilly.com will be our new online home.

What's next?

We will keep you informed as we work through the integration. We would welcome the opportunity to discuss with you how the combined firms can be of benefit to your organization.

Springsted's past success is based on serving you. This exciting next step is a new investment in expanding our services. We are very grateful for your ongoing confidence and trust.

Sincerely,

The SPRINGSTED Group

800.236.3033

 Springsted

www.springsted.com

VIEW in browser



Harry S Truman Coordinating Council

800 E. Pennell
Carl Junction, MO 64834

Office: (417)649-6400
Fax: (417)649-6409
www.hstcc.org

NOTICE OF PUBLIC MEETING on HAZARD MITIGATION PLANNING

The Harry S Truman Coordinating Council (HSTCC) will hold a public meeting on Friday, January 25, 2019, from 2pm to 4pm, at the Joplin Public Library in Joplin, MO.

HSTCC is updating the federally mandated multi-jurisdictional Hazard Mitigation Plan for Jasper and Newton counties. The Disaster Mitigation Act of 2000 (DMA 2000) Section 322; DMA 2000 states any government entity seeking federal disaster relief mitigation funds must first have in place a local Hazard Mitigation Plan. This legislation strengthens the importance of mitigation planning and stresses planning for disasters before they occur.

Sample copies of past plans are available on the HSTCC.org website at <https://www.hstcc.org/hazard-mitigation>. Please refer to the past projects section in the right hand column for Jasper/Newton. This meeting will allow the public, area stakeholders, and other interested parties to comment during the hazard mitigation planning process.

For additional information, contact Tony Robyn at trobryn@HSTCC.org or at (417) 649-6400, x300.

"Rosenberg's Rules of Order"

(Simple Rules of Parliamentary Procedure for the 21st Century)

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

First, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

Fifth, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

Sixth, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

Tenth, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move" So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a **motion to object to consideration of an item.** This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

Majority and Super-Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

Motion to limit debate. Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

Motion to close nominations. When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.